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OFFICE OF SECURITY

MONTHLY STATISTICAL REPORT

NOVEMBER 1956

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12 Dec 1956

MEMORANDUM FOR: Deputy Director (Support)

**SUBJECT: Office of Security Statistical Report
for November 1956**

1. Attached are charts and tables reflecting some of the work loads and activities of the Office of Security for November 1956, as described below.

Chart #1
and
Table A

WORK LOAD OF OVERT AND SEMI COVERT CASES

The figures presented here reflect all types of overt and semi covert cases considered for clearance.

The receipt of overt and semi covert cases dropped from 1,081 to 831, and the receipts of T/O Staff Applicant cases experienced a corresponding drop from 415 to 223. No particular significance is attached to these drops in receipts.

Approvals of T/O Staff Applicant cases dropped from 317 to 257 for the month. This is contributed to in some measure by the drop in receipts of T/O Staff Applicant cases four months before.

Table B **STATUS OF FIELD ACTIONS ON OVERT AND SEMI COVERT CASES**

The field work imposed by overt and semi covert cases shown in Table "A" is reflected in this table in two principal categories, namely, those assigned for full field investigation and those assigned for name checks only. These field assignments plus those shown in Table "D" following, reflect statistically the work load on our field offices.

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Chart #2
and
Table C

**TIME FACTORS IN PROCESSING OVERT AND SEMI
COVERT CASES**

The statistics presented in Chart #2 and Table "C" reflect the time required to process 272 regular Applicant type cases received from the Office of Personnel. These statistics are confined to regular Applicants, Consultants and Military Assignee cases received from the Office of Personnel. Cases of a secondary priority type and those which would distort the averages by short processing time are not included.

Processing time was reduced two days during this month, contributed to by one day less in Investigations and one day less in Appraisals.

The total number of Applicant type cases received from the Office of Personnel and not completed as of the end of the month, and pending in the Office of Security for 90 days has increased from 165 to 229 this month.

The analysis section of Table "C" shows the following approximate percentages of cases which required various processing times:

5% completed in less than 30 days;
3% completed in less than 60 days;
19% completed in less than 90 days;
49% completed in less than 120 days; and
24% required over 120 days to complete.

Chart #3
and
Table D

**COVERT CASES AND COVERT OPERATIONAL SUPPORT
ACTIVITIES**

This month, as last month, has experienced an increase in the number of overt cases and covert operational support activities received for action by this office. The statistics in Table "D", together with Table "B", reflect

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the work load of our field offices and our Headquarters personnel engaged in directing and reviewing the field work and conducting appraisals and clearance work on such cases. The man hours expended on operational support cases in the field has decreased to a low of 3,610 man hours.

Table E CONTROL, SUPPORT AND SERVICE OF OVERT ACTIVITIES

Various activities are reflected ranging from servicing other agency requests, control of employees' outside activities, and control of administrative and personnel actions, to participation of the Office of Security in training activities.

Attention is invited to the statistics on training activities in the Office of Security which reflect that a total of 2,368 man hours was devoted to training by personnel of this office which is equivalent to 3.9% of the maximum possible man hours worked in the Headquarters office during the month.

Chart #4 NUMBER OF SECURITY PERSONNEL RECEIVING TRAINING

Self explanatory.

Table F PHYSICAL SECURITY ACTIVITIES

Self Explanatory.

**Chart #5
and
Table G HEADQUARTERS AREA ACCIDENT STATISTICS FOR
THIRD QUARTER--JULY-SEPTEMBER 1956**

This chart and table, in addition to showing the types of accidents experienced in the Agency, also compares Agency accident statistics with those of the Government

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and the National Safety Council. The Agency Frequency and Severity Rates are considerably lower than those of the Government or the National Safety Council. It is also noted that the Accident Frequency Rate and the Severity Rate of the Agency were considerably lower during this quarter than was experienced during the second quarter (which was reported in the August Monthly Statistical Report). As was reflected during the second quarter, the majority of accidents in which time was charged were caused by falls. There was a large increase in time charged to accidents from falling or flying objects. The majority of first aid accidents were caused by careless handling and moving of safes, cuts and abrasions, and falls.

2. The report on Executive Order 10450 cases for November 1956 was forwarded to you on an "Eyes Only" basis under date of 11 December 1956.

Sheffield Edwards
Director of Security

Attachments

Distribution

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- 1 - Extra copy
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